

## Attachment 1: Sample Missions Team Meeting Agenda

- Opening Prayer
- Review of the minutes of the previous meeting and submission of the minutes for record into the Mission Team files.
- Review and discuss any outstanding Action Items from the previous meeting.
- Review each active Mission Work:
  - Receive status from each Point of Contact attending meeting.
  - Identify any significant events requiring the MT's attention.
  - Note: Include status information in meeting minutes.
- Special Topics
- Summary discussions and wrap up
- Closing Prayer